

# Grant Reimbursement Application (GRA) FAQ

Updated July 2015

## Browser Note

Users working in Internet Explorer 11 may experience issues with some GRA functions. It is recommended that an alternate browser is used while working in the GRA.

**I have requested a login for the Grant Reimbursement Application, but when I use it I just go back to the main page with no link to my award recipient. Have I registered incorrectly?**

The Idaho Department of Education uses a single login system for all of its online applications. Because this is used for multiple applications that a user may or may not need access to, we must also authorize the user's access on the department's side. In order to have your account authorized, please have the business manager for your district or charter school send an email to [support@sde.idaho.gov](mailto:support@sde.idaho.gov) including the name of the person requesting authorization to use this application as well as the email address they registered under.

**Why do I not see a particular grant when I log in?**

Grants will only appear in the application if an allocation is currently set up for your award recipient for that grant. In most cases, if you are not seeing a grant you expected, that grant is likely contingent on the approval of your consolidated plan or other approvals. Once these have been processed the grants will become available in the system. If this does not appear to be the case, please contact the appropriate grant program manager for help.

**How can I get a copy of my GAN now that they are no longer being mailed?**

The day after funds are made available in the GRA, the person responsible for submitting GRA requests will receive an email notifying them of the availability of funds with the associated GAN attached. The GAN can also be found by selecting the "Grants" tab, clicking the expansion arrow to the left of the desired grant, clicking the "Grant Periods" tab, and then expanding the desired period. A link to the GAN will be included under the "Award Letter" column.

**NOTE:** GANs issued prior to August 3, 2015 were mailed directly to award recipients and will not be retroactively uploaded into the system.

### **How can I see information on payments made from a grant period that has closed?**

Once you have logged into the GRA system, select the “Reports” tab (**NOTE:** if you work with multiple award recipients, you will first need to select the award recipient you wish to see). On this tab are four reports showing all activity for different grant periods, both open and closed, at various levels of detail. For more information about specific reports, please see the “Reports” section of this manual.

### **Can I request funding for more than the current allocation and have that applied to the pending allocations when they become available?**

To avoid award recipients accidentally claiming more funds than they have allocated, the system is set up to not allow the submission of requests which, when combined with other pending requests, total more than that grants total current allocations. This means that you will only be able to submit up to the amount currently allocated and will need to submit further requests once future portions are available.

### **What is a DUNS number and who provides it?**

Dun & Bradstreet (D&B) maintains a business database containing information on more than 100 million businesses worldwide. D&B provides a DUNS number, a unique 9-digit identification number, for each physical location of a business organization. DUNS Number assignment is free for all businesses required to register with the U.S. Federal government for contracts or grants. The DUNS number is used by the [www.FederalReporting.gov](http://www.FederalReporting.gov) solution to identify business organizations. Further detailed information on D&B is available at this URL: <http://fedgov.dnb.com/webform>.

Although this is a Federal requirement and not an Idaho State Department of Education requirement, we will do our best to help guide you through the process, but we do not have the ability to handle it for you. Feel free to use our provided resources or contact us directly.

### **Why does each award recipient need to register with SAM.Gov, and does the registration really need to be renewed every year?**

In accordance with 2 CFR § 25.200(b) any agency receiving federal funds must have their DUNS number registered in SAM.gov. Since SAM.Gov registrations expire after one year, agencies must renew their SAM.Gov registration on an annual basis to continue receiving funds. While renewing and verifying SAM registration, it is recommended to refresh your Dun and Bradstreet information to ensure any changes are imported to SAM.

Although this is a Federal requirement and not an Idaho State Department of Education requirement, we will do our best to help guide you through the process, but we do not have the ability to handle it for you. Feel free to use our provided resources or contact us directly.

### **How do I update my information with Dun & Bradstreet (D&B)?**

From the GRA homepage, mouse over the “Documentation” tab and select “SAM.Gov Registration How To” from the dropdown that appears. This will open an interactive flow chart with steps for maintaining D&B information.

Although this is a Federal requirement and not an Idaho State Department of Education requirement, we will do our best to help guide you through the process, but we do not have the ability to handle it for you. Feel free to use our provided resources or contact us directly.

### **How do I update my information or renew my registration with SAM.Gov?**

From the GRA homepage, mouse over the “Documentation” tab and select “SAM.Gov Registration How To” from the dropdown that appears. This will open an interactive flow chart with steps for renewing your registration as well as updating your SAM.Gov information.

Although this is a Federal requirement and not an Idaho State Department of Education requirement, we will do our best to help guide you through the process, but we do not have the ability to handle it for you. Feel free to use our provided resources or contact us directly.